



## DUMFRIES, VIRGINIA

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# MEMORANDUM

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**TO: Mayor Foreman, Vice Mayor Toney, Council  
Dan Taber, Town Manager**  
**FROM: Christine R. Sanders, Town Attorney**  
**DATE: December 4, 2012**  
**RE: November 2012 Report**

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Honorable Mayor Foreman, Vice Mayor Toney and Town Council:

Below is a list of items that I have been working on since my last report to you for the month of November 2012. It is not exhaustive, but gives you an overview.

- Consulted with Town Manager on matters concerning personnel, land use, planning and development issues—specifically the Town Center project as proposed by Mr. Singh, town ordinances, and other matters.
- Criminal and Traffic Prosecutions – Obtained the dockets in Prince William County Court Clerk's offices, researched summons and statutes and met with officers in preparation for Court. Appeared in Prince William County General District Court and Juvenile and Domestic Relations Court. There has been an enhanced police enforcement effort leading to a larger court docket, bond motions and time involved in prosecution of these.
- Increased research and discussions with DEQ and others experts with respect to regulatory matters regarding CDD landfill.
- Consulted with Town Planner/Zoning Administrator to discuss pending determinations, violations, certificates of occupancy governing uses, public advertisements, and zoning text amendments.
- Attended staff meetings to plan Council meetings and follow up issues related to matters that arose during those meetings. Included in this effort is research of Town ordinances and state law, including applicable reported case law.
- Completed a FOIA policy and forwarded to Council for comment.
- Completed a fundraising and donation policy and circulated to TM for comment.

- Researched established and adopted policy governing council meetings, council procedure, guidelines and protocol. Forwarded information to Council as requested. Awaiting feedback regarding moving forward on further adoption of policy or guidelines.
- Ongoing coordination with DPW consultant RDA on the Tripoli Heights drainage improvement project. Continue to finalize purchase agreements, together with RDA. Drafted an agreement with landowner for driveway relocation during project construction.
- Review of employment applications for position of Assistant Town Manager and will participate in initial interviews of selected candidates.
- Met with Director of Community Services, Town Manager and Chief of Police regarding volunteer policy. Reached out to Council members to see if any of any of the churches or faith organizations to which they belong might be willing to supervise or have a program for court-ordered community service.
- Ongoing discussions regarding negotiations for renewed cable franchise agreement with telecommunications counsel and Comcast agent.
- Revised an employment training contract after discussion and coordination with Police Chief and Captain.
- Coordinated continuance of cases for injured/incapacitated officers.
- Drafted and filed with Circuit Court Orders of Appointment for BZA.